

**Town of Sutton  
Planning Board**

**Read Carefully before Filling out the Attached Application Packets**

**I. General Information**

1. You must submit an application in writing on the form(s) approved by the Planning Board requesting a hearing for minor and/or major subdivisions, site plan review, minor lot line adjustments, voluntary lot mergers and annexations.
2. Applicants must include a copy of any orders, notices of violation or other communications received from wither the Board of Selectmen or the Zoning Board of Adjustment that pertains to the property concerned in the application to the Planning Board.
3. The applicant must submit a list of abutters who border the property for which the action of the Planning Board is requested. The list must contain the current mailing address for each abutter. The list of abutters together with their mailing address may be obtained from the records on file at the Town Office. The list is your responsibility to obtain. The list cannot be less than 5 working days old before submission of application to the Land Use Coordinator.
5. You must provide a check made out to the Town of Sutton, at the time of filing, to cover the cost of all certified mailings to abutters, filing fees, mailings to other Town Departments and Planning Board members. All checks should be made payable to the Town of Sutton and mailed to PO Box 487, N. Sutton, NH 03260.

**II. Application Requirements**

1. Deadline for applications is 30 days prior to the hearing (15<sup>th</sup> of the month prior to hearing). Please submit 12 copies of plans, drawings or supporting documentation. Please provide 3 full size maps and 9 11x17 size maps.

**III. Process**

1. Fill out the Application packet completely. Include Registry of Deeds book and page numbers.
2. Provide a list of names and addresses of all abutters, their tax map and lot(s) numbers. (Resources are available at the Town Hall).

**IV. After Receipt of Application**

1. After your application is received and deemed to be complete, a hearing date will be set. A public notice will appear at the Town Hall, North Sutton and South Sutton Post Offices. You, as the applicant, will be notified by certified mail. Should other expenses be incurred, (i.e. photocopying, extra postage, etc.) an invoice will be included with your notice.

Make sure your application belongs before the Planning Board. It may come under the Zoning Board of Adjustment. You can establish this by looking at the Town of Sutton's Planning Board Subdivision/Site Plan Review Regulations at the Town Hall or online at the Town of Sutton's web site. The Land Use Coordinator is available to assist you on Monday and Wednesday from 8:00 a.m. to 4:00 p.m. and Tuesday from 8:00 a.m. to 12:00 noon and Thursday from 12:30 p.m. to 4:00 p.m. or by appointment on Friday. Please call 927-4115 for an appointment or e-mail at [suttonlanduse@tds.net](mailto:suttonlanduse@tds.net).

**V. Application Fees – These are also listed in your application packet.**  
Subdivision or Annexation:

**Minor subdivision or annexation**

(1, 2 or 3 lots/sites/units)

\$100.00 filing fee  
\$100.00 per lot/site/unit  
\$ 7.00 per Abutter  
\$ 2.50 per member (9) members  
\$ 3.50 for Fire/Highway/Police  
notification costs  
All consulting costs  
**\*recording fee – if approved**

**Major subdivision or annexation**

(4+ lots/sites/units)

\$200.00 filing fee  
\$200.00 per lot/site/unit  
All notification costs (See above)  
All consulting costs  
**\*recording fee – if approved**

Site Plan:

All site plans for commercial or  
Multi-unit residential development

\$200.00 filing fee  
\$100.00 for 1000 sq. feet of area of  
existing or proposed  
construction or portion  
thereof  
All notification costs (See above)  
All consulting costs

\*Recording Fees:

\$ 70.00 First Mylar Sheet  
\$ 40.00 Each Additional Mylar Sheet  
\$ 16.00 First Decision Page  
\$ 4.00 Each Additional Decision Page  
**\$ 25.00 LCHIP Separate and Payable to Merrimack County Registry of Deeds**

Scenic Road Work Approvals

\$100.00 filing fee plus reimbursement for publishing costs

Send applications to: Jennifer Swett, Land Use Coordinator, Sutton Planning Board, PO Box 487,  
North Sutton, NH 03260

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Please review the following applications. Choose the one that best fits your requirements. For questions or assistance in completing these forms, please do not hesitate to contact:

Jennifer Swett, Land Use Coordinator  
Tuesday, Wednesday and Thursday from Noon to 4:00 p.m.

603-927-4115  
603-927-4631 (fax)  
[suttonlanduse@tds.net](mailto:suttonlanduse@tds.net)

Planning Board Members:

Dan Sundquist, Chairman  
Peter Blakeman  
David Burnham  
Carrie Thomas  
Bob DeFelice  
Julie McCarthy  
Roger Wells  
Walter Baker Jr, Ex-officio